Working with Pending Release Checks

Introduction

Counties can process their checks using one of two options. The first option is to allow checks to move from a "Pending" status to an "In Process" status without any sort of manual intervention on the county's side. This is the standard setup. The second option, using the Release Function, sets the initial check status to "Pending Release." At this stage, the county must manually "release" the check in order for it to continue to move to an "In Process" status. The check will remain in a "Pending Release" status until it is "Released."

The Release Function gives the county greater control over their payment/check output. A check will not move through the different check stages until the county has indicated that it should.

Counties have the ability to decide and set which types of checks should use the Release Function and which should not. For example, counties can choose to "release" all their checks, or they could decide to only "release" their bigger dollar checks (ie. residential care centers and group homes), or they could choose to not use the Release Function at all.

Note: If your county previously used the Episode Driven Batch process to generate your payments, then those Service Types were flagged to utilize the Release Function.

This User Guide outlines how to set up your county to use the Release Function, and how to work with Pending Release Checks.

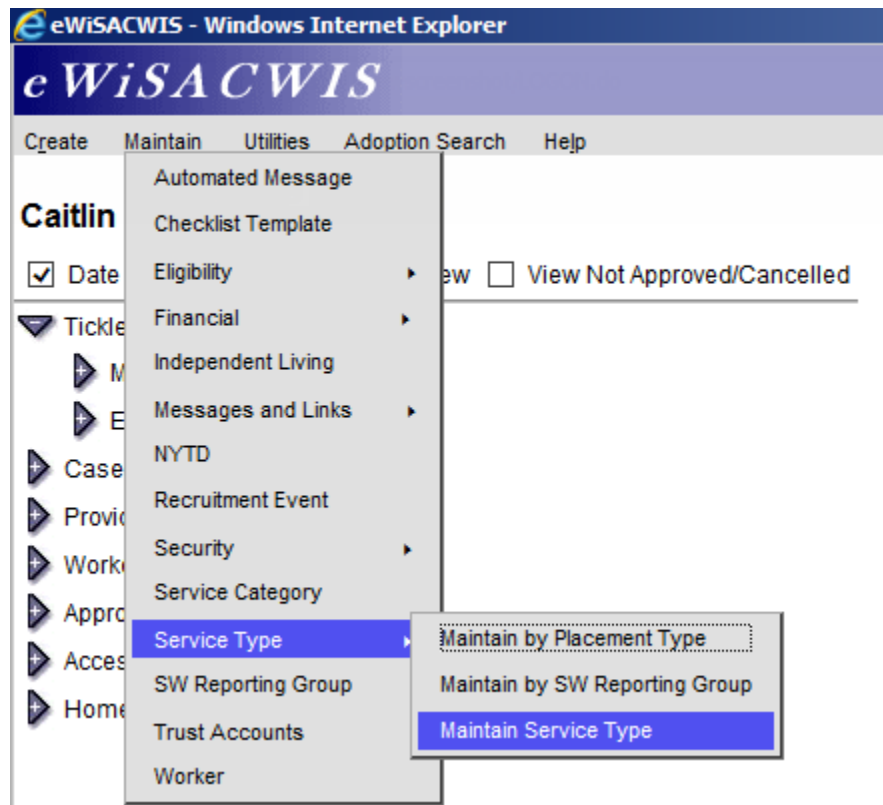## Setting Up Service Types to Use the Release Function

1. From the desktop, go up to Maintain > Service Type > and select Maintain by Placement Type. This will open the Maintain by Placement Type page.
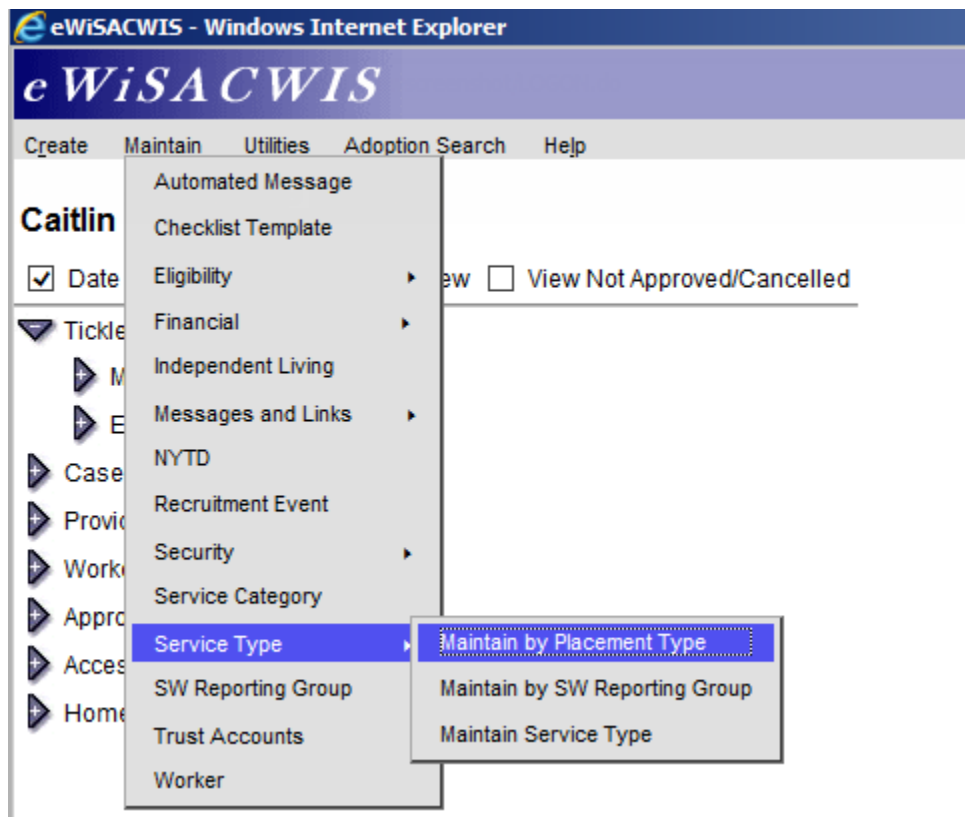
2. The circled radio button below is the value that controls whether or not the Release Function is required by eWiSACWIS when processing checks using the identified type of Service Types. In our example below, we are telling eWiSACWIS to require the Release Function for all of our county's "Group Home" checks.

3. You are also able to set this flag for a single Service Type if you wish to only require the Release of one particular Service or Provider. Select Maintain > Service Type > Maintain Service Type. This will open the Maintain Service Type and Rate page.

Working with Checks that are in a "Pending Release" Status

1. The check status moves to either "Pending" or "Pending Release" with the Pending Checks Batch run, which is part of the Monthly or Weekly F1 run cycle. See the Batch Calendar for more information on when these runs occur month to month.

2. Access the Checks and Payments Maintenance page via Maintain > Financial > Checks and Payments Maintenance.
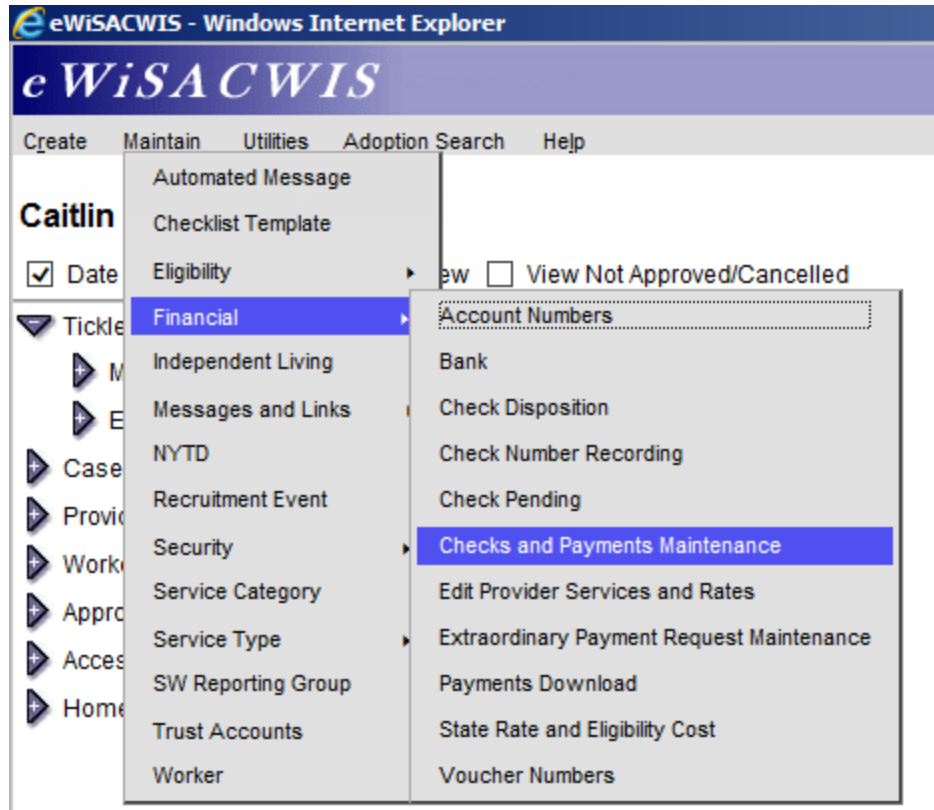
3. To find your checks that are in a "Pending Release" status, set your Select By value to "Checks" and the Check Status to "Pending Release" within the Search Criteria and click Search.

   In our example below we return three checks that are "Pending Release."

   Note: If you search Check Status by "Pending" you will not find your "Pending Release" checks.

4. Evaluate whether or not the "Pending" check and all of the payments contained within are ready to be "released." Again, once a check is "Released" it is eligible to be picked up by the next check batch and moved to "In Process."

From the Checks and Payments Maintenance page you can select one or multiple "Pending Release" Checks and set them to be "released." In our example below, we are marking the first and the third checks to be "released" by checking the checkbox next to each check we wish to release and then from the Options drop-down choosing the value of "Release Selected Checks" and clicking Go.

5. You can also mark the check as "Released" from the Review Pending Checks page (which is accessed by clicking on the check link from the outliner, or from within the Checks and Payments Maintenance page).

6. To find the checks that have been "Released," set your Select By value to "Checks" and the Check Status to "Released" on the Checks and Payments Maintenance page and click Search.

Note: If a check was erroneously "Released" and the check is in a "Released" stage, then select that check and from the Options drop-down choose "Set Selected Checks to Pending Release" and click Go. This will move the selected check's status back to "Pending Release" effectively protecting the check from moving forward in the Check Processing stages.